



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT

Internship Available: Information Technology Assistant

The Department of Community, Trade and Economic Development (CTED), located in Olympia, is the state's lead agency charged with enhancing and promoting sustainable community and economic vitality throughout Washington. This internship provides a unique opportunity for you to apply what you have learned about web development in a very fast-paced – and fun – environment. While this internship is unpaid, under most circumstances, you can earn college credit for this valuable learning experience, and it is significant work experience that you will be able to include on your resume. This position reports to the Director of Communications.

CTED is comprised of seven divisions: Community Services, Economic Development, Energy Policy, Housing Services, International Trade, Local Government and WorkFirst. These divisions house programs that address the promotion of job creation, international trade, economic growth, rural development, community development, housing, growth management, early childhood education and improving the quality of life for our state's citizens.

In 2002, CTED launched the state's first Economic Development Commission, which was developed with input from Governor Locke's Statewide Competitiveness Council. The agency also completed a successful trade mission to Japan and South Korea, funded more than \$10.8 million in rural infrastructure projects, contributed to development of more than 2,000 beds for farm worker housing, and helped create and/or retain more than 20,000 jobs for Washington citizens.

About the Internship

The primary responsibility of the person in this position is to assist the communications director in creation and maintenance of web content for CTED's Internet site.

Current enrollment in a community college or university program focused on computer science or a related field of study is required. Position requires an understanding of and experience in HTML and basic database concepts. Knowledge of Microsoft Access, ASP, XML and SQL Server is desirable. UNIX and Photoshop skills are a plus. Applicants must be at ease working within the Windows 2000 environment.

To Apply

If you are interested, please e-mail, fax or mail your resume with a cover letter, **by February 14**, to:

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